



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
BOARD OF CHARITABLE GAMING

TELEPHONE: (302) 744-4500
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WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR TEXAS HOLD'EM POKER TOURNAMENT INSTRUCTION SHEET

Who Can Apply for a Texas Hold'em Tournament Permit

Volunteer fire companies, veterans organizations, religious or charitable organizations, and fraternal societies that have been in existence a minimum of two years may apply for a Texas Hold'em Tournament permit, provided:

- The net profits from permitted tournaments are used solely for the achievement of the purposes of the organization as described in the organization's by-laws.
- At the time of application, the Internal Revenue Service (IRS) recognizes the organization as a charitable organization as described in Section 170 of the Internal Revenue Code.

Limitations on Texas Hold'em Poker Tournaments

- Organizations are allowed to conduct five Texas Hold'em Poker Tournaments per calendar year, with each tournament held at least 70 days apart.
- Tournaments are limited to six consecutive hours.
- Tournaments shall not commence prior to 1:30 p.m. and must conclude by 1:00 a.m.
- No person under 21 years of age may be present at or participate in a Texas Hold'em Poker Tournament.
- Only a member of your charitable organization may handle funds during the tournament.
- Dealers must be licensed by the Board, and may not play, bet or otherwise wager on a game.
- All wagers must be made with approved tournament chips provided by the sponsoring organization or third party vendor.
- The value of any individual prize offered shall not exceed \$5,000.
- The total value of all prizes offered during the tournament shall not exceed \$13,000.

Applying for a Texas Hold'em Poker Tournament Permit (*First-Time Applicants*)

- ☐ Enclose with your [application](#) and [fee](#), documentation from the (IRS) *dated within the past 12 months*, showing proof of the following:
- Organization's legal name
 - Physical Delaware address
 - EIN or Federal ID Number
 - 501(c) IRS Determination

These items may be included on one or separate documents from the IRS, but all documents must be dated within the past 12 months.

- ☐ Enclose a copy of your organization's formation documents, such as articles of incorporation, by-laws, constitution, charter, etc. The documentation submitted must include your organization's purpose and/or mission statement.
- ☐ Enclose a letter on your organizations letterhead designating a Member-In-Charge of the Texas Hold'em Poker Tournament. The letter must grant the Member-In-Charge the authority to submit Texas Hold'em Poker Tournament applications on behalf of the organization, and to be responsible for all permitted Texas Hold'em events. The letter must be signed by an officer of the organization, dated and notarized.

Applying for a Texas Hold'Em Poker Tournament Permit (*All Applicants*)

- ☐ Submit a completed, signed and notarized [Application for Texas Hold'Em Poker Tournament](#).
 - ☐ Enclose non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
 - ☐ If you are relying on a group exemption letter issued to a national or parent organization, enclose the following:
 - signed letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, **and**
 - current copy of the parent organization's IRS group exemption letter *dated within the past 12 months*
 - ☐ If the event will be held at any location other than the organization's physical Delaware address, enclose a:
 - letter from the premises owner (on owner's letterhead) allowing your organization to hold its event on a specific date, **or**
 - copy of your lease or rental agreement.
- The Board reserves the right to accept or reject any application for the conduct of a function on specially leased or donated premises.*
- ☐ Enclose a copy of the House Rules to be followed during the tournament.
 - ☐ If more than three dealers will be working at your tournament, enclose a separate sheet listing the names and Delaware Texas Hold'Em Individual License numbers of each dealer.
 - ☐ If the Member-In-Charge has changed since your last Texas Hold'Em Poker Tournament application, enclose a letter on your organization's letterhead designating the new Member-In-Charge. The letter must grant the Member-In-Charge authority to submit Texas Hold'Em Poker Tournament applications on behalf of the organization, and to be responsible for all permitted Texas Hold'Em events. The letter must be signed by an officer of the organization, dated and notarized.

Application Review Process

The Board will review **only** applications that meet **all** of the following requirements:

- The application form must be complete, signed and notarized. As forms are subject to change at any time, be sure to *use the current form from the Board's website **each** time you apply for a gaming permit*. Obsolete forms will be rejected.
- Applications must be received by the Board office no later than 10 **business** days before the next scheduled Board meeting in order to be added to the Board's agenda.
- The application must be accompanied by the correct fee. Applications without fees will be rejected.
- Applications must include all supporting documentation as listed on this Instruction Sheet.
- Your organization's After Occasion Reports (AORs) must be up-to-date. AORs are due no later than 30 days after a gaming event. *If your organization's AORs for past events are overdue, the Board will not review your application for any future event.*

If your proposed tournament date passes before the Board reviews and approves your application, you are **not** permitted to hold your event and you will forfeit the non-refundable processing fee.

You are **not** permitted to submit an alternate tournament date to be inserted into your application if your proposed date passes before the Board reviews and approves it. You must submit a new application and processing fee for the alternate date.



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APPLICATION FOR TEXAS HOLD'EM POKER TOURNAMENT

ORGANIZATION INFORMATION

1. Organization is a (check one):

- ☐ Volunteer Fire Company ☐ Veterans Organization ☐ Religious Organization
☐ Charitable Organization ☐ Fraternal Society

If your Organization does not qualify as any of the above types of charitable organizations, STOP. You are not qualified to hold a Texas Hold'em Poker Tournament in Delaware.

2. Is this your first application for a Texas Hold'em Poker Tournament permit in Delaware? Yes ☐ No ☐

If no, enter the date of your last tournament: _____

If yes, enclose:

- **documentation from the Internal Revenue Service (IRS) dated within the past 12 months, showing proof of the following:**
 - **Organization's legal name**
 - **Delaware address**
 - **EIN or Federal ID Number**
 - **501(c) IRS determination**
- **copy of your organization's formation documents (e.g., Articles of Incorporation, Constitution, By-Laws, Charter, etc.), which states the organization's purpose and/or mission statement.**

3. Full Legal Name of Organization on File With the Internal Revenue Service (IRS): _____

4. Doing Business As (DBA), If Different Than Legal Name: _____

5. Organization's 501(c) Tax Determination (check one):

☐ 501(c)3 ☐ 501(c)4 ☐ 501(c)8 ☐ 501(c)10 ☐ 501(c)13 ☐ Other: _____

6. Organization's EIN or Federal ID Number: _____ - _____

7. Year Organization Established: _____

8. Are you relying on a group exemption letter issued to a national or parent organization? Yes ☐ No ☐

If yes, submit:

- **letter from the national or parent organization on its letterhead, specifically stating that your chapter is properly affiliated, and**
- **current copy of the parent organization's IRS group exemption letter dated within the past 12 months**

ORGANIZATION CONTACT INFORMATION

9. Enter the **official address** of the Organization on file with the Internal Revenue Service (IRS):

Official Address: _____

City State Zip

10. Enter the **physical Delaware address** of the Organization, if different from the official address above:

Physical Delaware Address: _____

City State Zip

11. Organization's Telephone Number: (_____) _____

12. Organization's Fax Number: (_____) _____

13. Organization's Email Address: _____

14. Select the method of delivery for approved gaming permits. *Regardless of the delivery method selected, the Member-In-Charge is responsible for verifying that the delivery information provided is legible, complete and accurate. The Member-In-Charge is also responsible for monitoring the delivery method chosen. (check ONE delivery method):*

- ☐ Mail to Organization's Official Address in Question 9
☐ Mail to Organization's Physical Delaware Address in Question 10
☐ Fax to _____
☐ Email to _____

TOURNAMENT INFORMATION

15. Will the tournament be held at the physical Delaware location in Question 10? Yes ☐ No ☐

If yes, skip to Question 17. If no, submit a letter from the premises owner (on owner's letterhead) allowing your organization to hold its tournament on a specific date OR a copy of your lease or rental agreement, and continue with Question 16.

16. Enter the information about the **physical location** where the Texas Hold'em Poker Tournament is to be held:

Location Name: _____
Address: _____

City State Zip

17. Date and Time of Tournament:

Date: _____ Start Time: _____ End Time: _____

18. State the purpose for which the funds generated from this tournament will be used:

19. Tournament Entry Fee (maximum \$150): \$_____ Entry Fee Buys How Many Chips? _____

20. How many chips does the first re-buy entitle the player to? (if applicable): _____

22. How many chips does the second re-buy entitle the player to? (if applicable): _____

23. What is the initial number of players per table? _____

24. What is the maximum number of players allowed to participate in the tournament? _____

Enclose a copy of the House Rules to be used during the tournament.

25. No prize greater in amount or value than \$5,000 shall be offered or given in any single tournament. If you understand and agree to this rule, initial here: _____

26. The aggregate amount or value of all prizes offered or given in any single tournament shall not exceed \$13,000. If you understand and agree to this rule, initial here: _____

27. Will the sponsoring organization hire a third party vendor to provide tournament services and/or equipment?
Yes ☐ No ☐

If no, skip to Question 28. If yes, enter the following information about the third party vendor:

Business Name of third party vendor: _____

Delaware Business License Number: _____

Contact First Name: _____ Contact Last Name: _____

Telephone Number: _____

28. Enter information about the Tournament Director:

Check one: ☐ Member of sponsoring charitable organization ☐ Representative of Third Party Vendor

First Name: _____ Last Name: _____

Telephone Number: _____

Delaware Texas Hold'em Individual License Number: _____

29. Enter information about all licensed dealers:

Full Name of Dealer: _____

Delaware Texas Hold'em Individual License Number: _____

Full Name of Dealer: _____

Delaware Texas Hold'em Individual License Number: _____

Full Name of Dealer: _____

Delaware Texas Hold'em Individual License Number: _____

If more than three dealers will be working at your tournament, enclose a separate sheet listing the names and Delaware Texas Hold'em Individual License numbers of all dealers.

30. Enter information about the Member-In-Charge of this event:

Last Name: _____ First Name: _____ Middle Initial: _____ Suffix: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work phone: _____ Home phone: _____

Cell phone: _____ E-mail: _____

The Member-In-Charge must be a member in good standing of the sponsoring charitable organization. If this is your first Texas Hold'em Poker Tournament application OR if the Member-In-Charge has changed since your last application, submit a letter on your organization's letterhead designating the Member-In-Charge indicated above. The letter must grant the Member-In-Charge the authority to submit Texas Hold'em Poker Tournament applications on behalf of the organization, and to be responsible for submitting the required After Occasion Report (AOR) to the Board of Charitable Gaming within 30 days of the tournament. The letter must be signed by an officer of the organization, dated and notarized.

To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:15 p.m. ten (10) full working days (excluding State and Federal Holidays) before the meeting date:

- Completed, signed and notarized application form
- Fee payment for all events listed
- All other required documentation

AFFIDAVIT

STATE OF DELAWARE

County of _____

Under penalties of perjury I do hereby attest that all statements in the foregoing application are true and correct. I affirm that I will be responsible for the conduct of the permitted event in accordance with State Law and Rules and Regulations governing the conduct of Texas Hold'Em Poker Tournaments. By signing below, I also acknowledge that the Board of Charitable Gaming requires a completed After Occasion Report (AOR) to be submitted to the Board office within 30 days of the tournament, and that failure to submit required AORs to the Board in a timely manner may result in the denial of future gaming applications.

Printed Name of Member-In-Charge (see Question 30)

Signature of Member-In-Charge

SWORN to and subscribed before me this _____ day of _____ 20_____

Notary Public (Seal)

Signature: _____

My Commission Expires: _____

After Occasion Reports must be up-to-date before this application will be considered by the Board.
